

FLETC MANUAL 67-32.A

Student Emergencies, Absences and Leave Guide

*SUPPORTING PUBLICATION TO [FLETC DIRECTIVE 67-32.A](#)
"Student Emergencies, Absences and Leave"*

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A. Student Emergencies - Any emergency involving a student will be reported to the FLETC Security Police who will take appropriate action. Upon notification of an emergency, the following procedure will be employed:

1. Initial Notification - The FLETC Security Police will contact the on-site Partner Organization (PO) Representative and the appropriate FLETC Program Specialist (PS) or FLETC Program Manager (PM) immediately. If the PS is the initial contact, the PS will notify the PM as soon as practical.

2. Reciprocal Notification - If the student emergency is first reported to the PS/PM or the PO, each entity will ensure that FLETC Security and the other parties are notified as soon as possible.

3. Hospital/Emergency Room Visits - If a student is taken to the Emergency Room, the FLETC Security Police and/or the FLETC Health Unit will identify the student and proceed with the appropriate notification to the PS/PM.

4. Follow-up Procedures - Upon notification, the PS/PM will ensure that follow-up procedures are carried out as appropriate, i.e., student contact has been made, Center or PO staff has responded to the hospital, etc.

5. Notification Responsibility - The PM is responsible for making the following notifications. (PMs will designate an alternate to convey emergency messages in their absence.):

a. The Assistant Director, Office of Training and the Public Affairs Officer (Glynco) or the Assistant Director, Office of Artesia Operations (OAO), as appropriate, in cases of extreme emergency such as the death of a student.

b. The Human Resources Division, Office of Workman's Compensation on the first working day following an injury or illness and carry out the provisions of FLETC Directive 68-10.A.

c. The PS, who will be responsible for carrying out the following notifications:

(1) The PS or PO will notify the family in the event of a death, serious student illness or injury. This is obviously due to the fact that the PS and PO are the most familiar with the student. Every effort will be made not to make this notification over the phone, yet do so expeditiously.

(2) The PS or PO will also assume responsibility in notifying students of the death or serious illness of an immediate family member.

6. FLETC Security Police will maintain a log of all emergency calls received.

B. Student Absences

1. Discussion - Students normally are not permitted to be absent from classes while in training at the FLETC. However, realizing that special situations may arise where an absence is unavoidable, policy and procedures are needed to ensure students, POs, PMs, and FLETC personnel carry out their responsibilities.

2. Procedures - It is important that students attend all scheduled courses of instruction. Any new student who would miss one or more of the first three (3) days of basic training will not, as a general rule, be permitted to participate in that basic training program. Critically important orientations to the academic subject matter, health screenings, firearms, physical techniques, and driver's training are scheduled within the first few training days. These orientations are prerequisites to student participation in the courses that follow. When an Agency learns that a student will arrive at the FLETC after a program is scheduled to start, arrangements should be made to reschedule the student into a subsequent program. Special consideration may be given to those students who experience unavoidable delays in travel to the FLETC and to those students who, because of a cancellation, received last-minute notice of their acceptance into a program. However, no student will be permitted to begin a program after the start of the second day of training. After consultation with the student's PO or Agency, the FLETC PM is responsible for determining whether a student who arrives late will be permitted into a program after the program has already started.

a. Cumulative Absences - When, in the judgment of the FLETC PM, a student's cumulative absences for any reason(s) result in excessive classes being missed; the student will be dismissed from training. Prior to a decision to dismiss the student from training, the FLETC PM will consider all factors including (but not limited to) the student's academic record, the difficulty of making up the courses missed, and the overall impact on the effectiveness of the training program.

b. As a general rule no student shall be permitted to miss more than three (3) days or twenty-four (24) training hours, during the entire training program. The PM will review the record of any student who is absent, for any reason, for more than three (3) training days, cumulative, to determine if the student should be dismissed from training. Close coordination will be maintained between the FLETC and the student's PO or Agency prior to a decision to dismiss the student from training.

c. Excessive Absences - A student who is dismissed from training for excessive absences, as described in this directive, may be readmitted into a subsequent program at the request of his/her Agency. After receiving approval from the PM, the PS will determine at what point the student is readmitted into the subsequent program.

d. Other Absences - In cases of absence for reasons other than annual or sick leave, such as court appearances, administrative leave, or other official duties, the appropriate FLETC PM will be notified by the on-site PO or the student's Agency. The PM is responsible for notifying appropriate FLETC personnel.

C. Student Leave

1. Annual Leave - Annual leave normally will not be granted while students are in training. However, under special circumstances annual leave may be granted (See No. 4, Special Circumstances). Annual leave requests for special circumstances must be processed through the student's Agency since that organization is the custodian of the student's pay and personnel records. The student may be excused from the training program only after the FLETC PM has received approval for the leave from the PO or Agency supervisor. **Final approval of annual leave resides with the PM.** Close coordination should be maintained between the FLETC and the student's PO or Agency regarding requests for annual leave under special circumstances.

2. Sick Leave - Sick leave will be granted as necessary. Sick leave utilization should be coordinated through the FLETC Health Unit. The appropriate application for leave (OPM Form 71) should be submitted to the PS or appropriate Agency personnel as soon as possible. When the PS receives the OPM Form 71, the leave slip will be forwarded to the student's Agency for processing. Close coordination should be maintained between the FLETC and the student's PO or Agency regarding the use of sick leave.

3. Administrative Leave - In the event that administrative leave is required while a student is in training, the policy for annual leave outlined above will apply.

4. Special Circumstances - A student with special circumstances who must request annual or administrative leave must first obtain approval, using OPM Form 71, from the PO's on-site Representative (or appropriate supervisor). The student must then submit the OPM Form 71 with an explanation of the special circumstances to the appropriate FLETC PM. A copy of the OPM Form 71 may be submitted when the original is maintained by the student's Agency. The student should be advised if the amount of leave requested would place their continuation of training in jeopardy.

5. Emergency Leave After Hours - Leave of an emergency nature that requires action outside of normal working hours may be handled in accordance with the above procedures. If the student cannot contact any of the above, he/she will work through the FLETC Security Police who will assist the student in contacting the below listed personnel in the order listed:

- a. Appropriate FLETC PS.
- b. On-site PO Representative.
- c. FLETC PM.
- d. Deputy Assistant Director, Office of Training
- e. Assistant Director, Office of Training.
- f. Associate Director, Training Directorate.

The first official contacted will decide whether the emergency request will be approved or disapproved. If the request is approved by any of the other officials listed, the PM will be notified by FLETC Security Police at the earliest opportunity.